

**SERGEANT PROMOTIONS****In Effect: 04/13/2021****Review Date: 04/13/2022 @ 0817****SERGEANT PROMOTIONS**

<b>POLICY &amp; PROCEDURE NO. 4.33.1</b>	ISSUE DATE: __4/13/2021__
<b>MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 34.1.1; 34.1.2; 34.1.3; 34.1.5; 34.1.6; 34.1.7</b>	EFFECTIVE DATE: __4/13/2021__ REVISION DATE: __4/13/2021__

**I. GENERAL CONSIDERATIONS AND GUIDELINES**

This policy applies to promotions for sworn personnel only.

Our department's commitment to developing employees to take on increasing levels of authority, responsibility and leadership is embodied in promotions. Eligible candidates have an opportunity to apply and participate in the promotion process as set forth in this policy.

Promotions must be based upon the merits of the individuals and their personal performance in the promotion process, and never on favoritism or seniority alone. A promotion is an investment in the future, not only for the department, but also for the employees who will be supervised and guided by the promoted member.

**II. POLICY**

It is the policy of this department to promote employees based upon their training, experience and merit.

No employees will be denied promotion based upon any discriminatory criteria, including, but not limited to, their sex or sexual orientation, race, religion, nationality or union membership.

**III. DEFINITIONS**

A. *Time in Grade*: The number of years and months that an employee has held a specific rank or pay grade.

- B. Bypass:* The selection of a person or persons whose name or names, by reason of score, merit preference status, court decree, decision on appeal from a court or administrative agency, or legislative mandate, appear lower on a certification than a person or persons who are not appointed and whose names appear higher on said certification.

#### **IV.PROCEDURES**

1. **DEPARTMENT ROLE IN THE PROMOTION PROCESS:** This department shall notify employees of the promotion process, and shall provide testing and performance evaluations, and shall evaluate training, experience, seniority, and work history. The results of selection evaluations shall be reported to the appointing authority. [34.1.1]
2. **PROMOTION PROCESS MANAGER:** The Chief of Police and Town Administrator shall manage and coordinate promotions within this department and shall have the authority necessary to carry out the duties of the position. The duties shall include the following: [34.1.2]
  - a. Be knowledgeable of the promotion processes for all employees;
  - b. Provide and post any written announcements of any scheduled promotional opportunities;
  - c. Maintain data on eligibility requirements for positions above entry level;
  - d. Maintain copies of active promotion lists;
  - e. If used, coordinate with any companies or consultants contracted to participate in the promotion process;
  - f. Coordinate with any other government agencies or entities involved in the promotion process; and
  - g. Protect the integrity of the promotional process by ensuring that all promotional materials, documents, scores, evaluations forms, and completed evaluations remain confidential and are kept in a secure, locked location. [34.1.3(h)]
  - h. Promotional materials shall be retained for at least three years. Once a promotional process has been completed, all appeals have been exhausted or appeal periods have expired, and no litigation is pending, promotional materials

shall be destroyed by shredding.

3. NOTICE OF PROMOTION:

- a. All promotions will be posted internally for 7 days, prior to any external posting, which will remain posted for a period of an additional 7 days.
  - b. No outside recruiting will occur during the 7 days of internal posting
  - c. Such notice shall be:
    - 1. Posted in a prominent place;
    - 2. Forwarded to supervisors to be read at roll-call;
    - 3. Sent to all affected personnel in the form of an e-mail; and
    - 4. Mailed to any officers who are out sick or injured, on extended leave, on active military duty, or otherwise not likely to receive notice.
  - d. The notice shall include:
    - 1. Eligibility requirements as described in job descriptions;
    - 2. Job descriptions
    - 3. The selection process;
    - 4. Method of applying;
    - 5. Process for promotion
    - 6. Closing date for each step;
    - 7. Duration of the process; and
4. ELIGIBILITY: To be eligible for promotion to each successive rank:
- a. An officer must be a full time officer for at least five years.
  - b. Officers must be in good standing within their department or if a member of Stow Police with the Stow Police Department.
  - c. An officer must be a permanent police officer.

- d. Reserve officers are not eligible for promotion to permanent ranks.
- e. Ineligible officers may not reapply until such time that they become eligible.  
[34.1.3(f)]

5. PROCESS [34.1.3(D)]

- a. Promotional announcement with Sergeant Job Description
- b. Cover Letter and Resume to the Chief on intent to take part in Sergeant Process
- c. Essay questions give to candidates
- d. Essay questions turned into Promotional Board
- e. Sergeant Promotional Board to review, score and rank essays
- f. Promotional Board interview
- g. Candidates scored, reviewed and ranked by Promotional Board
- h. Scores, Ranking, Notes on Candidates and essay given to area Command Interview Board.
- i. Command Interview Board (Area Police Chiefs) Interview
- j. Command Board score and rank candidates
- k. Top 3 Candidates interview with Town Administrator and Police Chief

6. CANDIDATE EVALUATIONS [34.1.3(A)]

- a. The Chief and Town Administrator shall have the right to select the individual that they believe to be the best candidate for the position. In making their decision, they shall consider criteria which may include but not be limited to:  
[34.1.1] [34.1.2]
  - 1) Written Essays or Test, Promotional Board Interview: Weight 20 %;
  - 2) Oral Interview with Chiefs: Weight 25 %;
  - 3) Oral Interview with Chief and Town Administrator: Weight 25%;
  - 4) Training, education, experience: Weight 15 %;
  - 5) Seniority: Weight 10 %
  - 6) Veteran: Weight 5%

- b. Candidates shall be ranked by the cumulative score. In the event that two or more candidates obtain identical cumulative scores, ranking shall be determined by seniority, test score, time in service, time in grade. Candidates may also be listed as "tied."
- c. A cumulative score will be reported to each candidate after all candidates have been interviewed, at a time determined by the Chief of Police and Town Administrator and prior to being made available to the employees at large. The score shall also show the employees' scores on each individual component of the promotion process.

7. CANDIDATE APPEAL AND REVIEW [34.1.3(E)]

- a. Within seven days of receiving notice of individual promotion process component scores, an employee may appeal to the Town Administrator. He or she may also refer his/her decision to the Board of Selectman to conduct a review of any or all of the components.
- b. Upon completion of such review, the employee shall be advised in writing of the results of the review and in the event of a change, the scores and ranking shall be adjusted accordingly.

8. CANDIDATE SELECTION [43.1.6(E)]

- a. The number of candidates to be included in any final selection for promotion shall be determined by the appointing authority.
- b. The Chief of Police and Town Administrator shall recommend candidates to the appointing authority in an order of preference.
- c. In creating such recommendations, the following shall be considered at a minimum:
  - a. Cumulative score ranking;
  - b. Work history;
  - c. Sick use history;
  - d. Disciplinary history;
  - e. Seniority; and
  - f. Any and all specialty training.
- d. PROBATIONARY PERIOD: All employees promoted to a higher rank shall be subject to a six month probationary period [34.1.7]

